

## ACCOUNTS PAYABLE TEAM LEAD SENIOR ACCOUNTANT

(INTERNATIONAL LOGISTICS – GLOBAL SUPPLY CHAIN)

*Baltimore, MD 21230 (Locust Point/McHenry Row)*

In a world facing new challenges, a nimble but steady ship is more important than ever.

**Is there a seat on our boat for you? Want a career, not a job? Find out:**

In a modern era where expertise is often devalued, Shapiro stands strong at 105-years old. We're so compliant that US Customs learns from us!

We were also named a Best Place to Work in Baltimore. Shapiro is not your grandpa's shipping company. We have a track record of transparency, developing employees, and investing in our environment like office space and now...work-from-home technology.

**At Shapiro, our Senior Accountant, A/P Team Lead** will work under the supervision of the Accounting Manager to support the department with the timely resolution of comprehensive accounts payable issues.

Duties include overseeing and supporting the daily functions of the AP team. This is a "hands-on" role including acting as a key contributor to the month-end close process and ensuring all journal entries/work-papers are completed. You will also have an active role in the documentation and implementation of "best practice" solutions. Innovative ideas are welcome. Experience with Microsoft Dynamics GP (Great Plains) is a bonus.

### JOB DESCRIPTION

**Senior Accountant typical responsibilities include:**

- Accurately perform and complete month-end close journal entries including accrued and prepaid expenses, and depreciation/amortization schedules.
- Record newly acquired fixed assets, track existing fixed assets and record accompanying depreciation journal entries.
- Review and analyze monthly expenses to ensure expenses are accurately coded in the general ledger and complete for month-end financial reporting.
- Assist Accounting Manager with monthly review of corporate credit card purchases, verifying correct general ledger coding.
- Record all cash transactions into daily cash analysis and general ledger.
- Responsible for various general ledger account reconciliations and analysis.

## **AP Team Lead typical responsibilities include:**

- Oversee the accounts payable functions, including corporate, domestic, and foreign agent payables.
- Be relied upon as the main point of contact for resolving complex A/P related issues, ensuring compliance with vendor-payment terms.
- Works with external departments, vendors, and foreign partners to resolve issues and ensure timely processing of payments.
- Close monitoring of the A/P Aging, ensuring aged payables are resolved and proper review and reconciliation processes are in place.
- Maintain documented A/P best practices, identifying inefficiencies and recommending changes for review by senior management.
- Monitors the AP Mailboxes to ensure appropriate processing times and resolution of issues.
- Assist Accounts Payable Specialists on a daily basis with responsibilities to ensure adequate coverage and support for our internal and external customers.
- Processing urgent A/P check, ACH debit or wire requests.
- Assist with reconciling and counter-settling with foreign trade partners using various currencies.

## **SKILLS**

Microsoft Dynamics GP (Great Plains) software experience preferred.

- Must pass both a background and credit check.
- Professional behavior: Represents the company in a reputable, ethical, and businesslike manner and complies with company operating procedures and requirements.
- Strong leadership with the ability to motivate and mentor team members.
- Ability to remain engaged and focused. Excellent communication skills. Ability to problem-solve. Attention to detail and accuracy a must.
- Must be proactive with strong customer service skills, critical thinker, problem solver, able to be resourceful, organized, and detail & team oriented.
- Proficiency with computers and Microsoft Excel, Word, and Outlook.
- Proven data entry proficiency with attention to detail and strong typing skills.
- Ability to handle various tasks simultaneously under high pressure and within demanding time constraints.
- Consistently reports for work as scheduled, on-time and ready/able to perform job responsibilities.
- Proven ability to interact with all individuals within the organization and be able to communicate information to customers and vendors.
- Discipline to implement and follow Standard Operating Procedures.
- Team player able to build trust and prove dependability.
- Aptitude to be cross-trained and contribute.

## EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent combination of educational and professional work experience; Accounting focus preferred.
- Minimum of 1 year of accounting/finance supervisory experience with a demonstrated ability to manage, mentor and develop staff.
- 3+ years of experience with general ledger and high-volume accounts payable functions.
- Proven data entry proficiency with attention to detail and strong typing skills.
- Experience with accounting or other data entry software and a high level of computer literacy. Great Plains experience preferred but not required.

## ABOUT SHAPIRO

Shapiro is a third-generation family-owned international shipping and logistics business, founded in 1915. For over a century, Samuel Shapiro & Company, Inc. has provided full door-to-door capabilities and proudly serves as a one-stop-shop for Customs brokerage and international freight forwarding services. It's simple – We Deliver. Problem Solved.

## CONTACT US!

**Please send all resumes via email to:**

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